

# AFFINE ACADEMY

## Education Assistance Program - Upskilling at Affine

### Policy Brief & Purpose:

This policy has been created to encourage our employees to continuously upskill. Affine recognizes the importance of on-going personal development and life-long learning. We invest in the educational growth of our employees in a way that is beneficial to both Affine and the respective individual. The purpose is to help our employees with the cost of continuing your education in subjects related to your current position and overall career progression / upskilling, while being employed continuously.

### Scope:

This policy is applicable to all Offshore employees who have completed at least 6 months with Affine India with a minimum rating per the table below.

### Eligibility:

Affine Tenure	Performance rating in the last 2 cycles	Total Work Experience (Including Tenure at Affine)	Courses Eligible	Liquidated Damages (Duration post completion)
Less than 6 m	NA	NA	NA	NA
6 m - 2 Years	Meets Expectations & Above	NA	DS/DE courses - 6 Months	12 Months
	Exceeds Expectations & Above		All DS/DE Courses	2 times the course duration
	Meets Expectations & Above	> 5 Years	Business Administration Courses	
2 Years +	Meets Expectations & Above	NA	All DS/DE Courses	1.5 times the course duration
		> 4 Years	Business Administration Courses	1 time the course duration

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### **Process:**

- Employees can select the courses and institutions available here - <https://affine.ai/educational-initiative>
- The individual needs to register online on the link shared
- Once registered, the profile will undergo selection process basis respective institute procedures
- Individual will receive timely updates on selection progress
- The individual will need to attend offline sessions as mandated by the institute. Prior Approvals from Manager is a must

### **Career Progression: On Course Completion**

The employee will be rewarded credits for course completion basis Affine's policy and these credits will be considered in regular appraisal cycles.

### **Liquidated Damages: Amendment to the Terms and Conditions of your contract with Affine:**

Affine is sponsoring your higher education and will be investing a certain amount on your behalf. There are a few Amendments to your Employment Contract that become applicable as soon as you enroll for any of the programs.

In that event that you decide to terminate your employment with Affine/ If in case your services are terminated due to any malpractice/fraud (not including performance-based termination)

- **From the time you register for the course until course completion:**
  - Affine will recover 100% of the course fee
  - In-case you are not selected for the course, the amendment to the employment agreement will stand void
- **Upon Course Completion:**
  - Affine will recover 100% of the course fee basis the eligibility criteria mentioned in the table above
  - On completion of the above duration, you will not fall under the preview of liquidated damages

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**The current courses offered under this plan are:**

- DE
- DS
- Business Administration
- Specific Certifications from Cloud Partners

***Disclaimer:***

***The final decision of the above matters will at all times remain at Management's discretion. The Management of the company will have the authority to make amendments (deletion / addition / improvisation, etc.) to this policy.***

**Affine Analytics Private Limited**

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